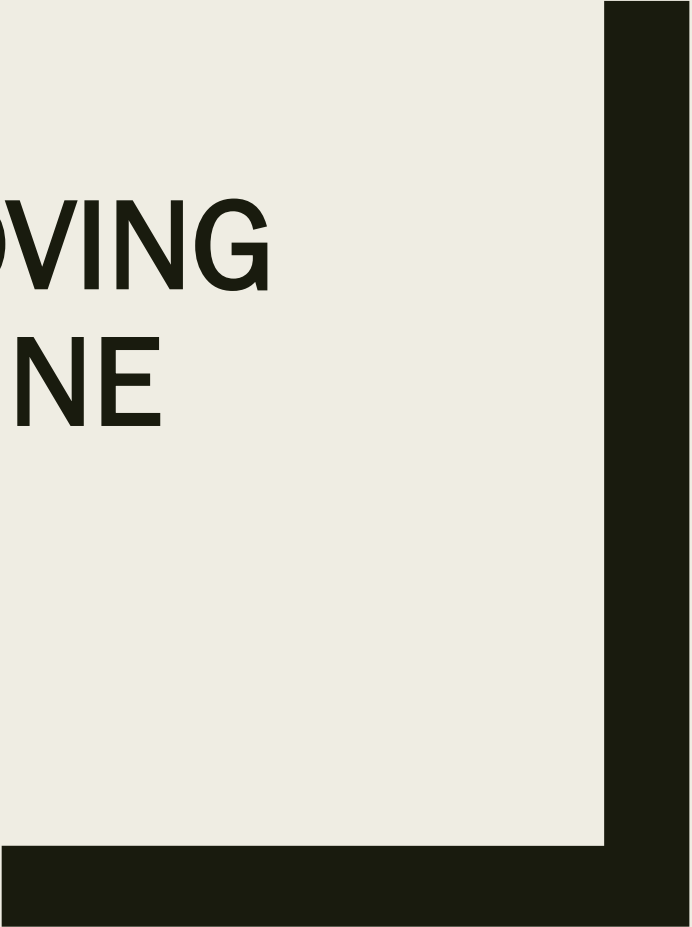




RESOURCES FOR MOVING INSTRUCTION ONLINE

S 2020/Hiner



Instructor Resources for Modifying Courses for Online Delivery

- [Comprehensive List of Resources Provided by Universities Across the Country](#)
 - *Contains links to instructions for transferring courses online, resource guides, handbooks, etc.*
- [Winthrop Online Learning Instructor Training and Resources](#)
 - *Winthrop's Continuity of Instruction Website*
- Jo Koster's Guide "Developing a Plan B To Take Your Courses Online"
 - *Distributed handout*
- ["Teaching Effectively During Times of Disruption"](#)
 - *Contains links to instructions, resources, and teaching strategies*
- [Chronicle of Higher Education: "Going Online in a Hurry: What to Do and Where to Start"](#)
- [Chronicle of Higher Education: "How to Be a Better Online Teacher"](#)
 - *General advice and tips*

How to Narrate PowerPoint Presentations

- [Video Instructions on “How to Record a Narration for a PowerPoint Presentation”](#)
- [Video Instructions: “How to Add Narration to Your PowerPoint Presentation”](#)
- [Microsoft Office Video Recording Presentations](#)

How to Create Discussion Platforms in Blackboard

- [Blackboard Help Page on Creating Discussion Platforms in Blackboard](#)
 - *Includes instructions on creating discussion boards, groups, messages, journals, etc.*

Blackboard Suggestions and Tips

- Consider using your **Blackboard course shells** to move instruction online.
 - *Upload a copy of your syllabus and calendar to Blackboard.*
 - *Use the “Announcement” feature to communicate with your students. All announcements are sent to students as listserv emails.*
 - *Set up Discussion Boards with individual threads for discussion questions based on the assigned readings.*
 - *Ask students to “Subscribe” to the Discussion Board and remember to subscribe yourself to the Discussion Board.*
 - *Participate actively in the Discussion Board conversations to encourage or redirect students.*
 - *Use Blackboard Collaborate Ultra (located in “Tools”) to set up synchronous tutoring, online office hours, or video chats. You can send students a link to online office hours through Collaborate where you will be available to students for help or mentoring.*
 - *Use the “Assignment” or “Journal” features to have students upload assignments.*

Final Suggestions

- Try to keep the transition to online learning relatively simple for you and for the students; focus on covering required content in flexible ways rather than creating a polished online course.
- Consider having students submit written assignments and reflections through Turnitin or even email. Keep things simple for yourself and use tools you already know how to use.
- Consider modifying assignments to adapt them to the online learning environment. For instance, if a required on-campus event is cancelled, students can watch a relevant TED Talk and write a brief reflection paper in response.
- Let students know how they can reach you and stay in touch with them (e.g., communicate online office hours, cell phone number, times of day when you will check email, etc.)
- Consider emailing relevant online resources or video links to students or uploading them to Blackboard to supplement class content.